

Appendix 11 - NRO Work Plan (2014 – 2023)

| No. | Task | Progress | Deadline | Performance indicators | Estimated budget (USD)* | Lead entities supported by |
|-------|--|-------------------------|--------------|--|--|----------------------------|
| 1. | Maintenance of Official Contact Points data | completed/ongoing | 2015 March/+ | Database with the up-to-date contact details of OCPs available | Existing P2 (NRO Officer) on IPPC TF* | Secretariat |
| 2. | NRO work programme | | | | | |
| 2.1 | develop /revise NRO work plan | Submitted to CPM-11 | 2016 March | Revised NRO work programme established and endorsed | Existing P4 on RP and P2 (NRO Officer) on IPPC TF* | CPM; Secretariat; NROAG |
| 2.1.1 | adjustment of the NRO work programme after mid-term review | to be completed | 2019+ | An updated NRO Work Plan agreed by CPM in 2019 | Existing P4 on RP and P2 (NRO Officer) on IPPC TF* | Secretariat; NROAG |
| 2.1.2 | review work of NROAG and make recommendations on its future role, composition and functions | to be completed | 2018 | Paper submitted on the future role, composition and functions of NROAG submitted to CPM in 2018. | Existing P4 on RP and P2 (NRO Officer) on IPPC TF* | Secretariat; NROAG |
| 2.2 | Establishment of a monitoring and evaluation framework to allow for responsiveness and continuous improvement of NRO | to be completed/ongoing | 2016 May/+ | Clear goals that should be reached and evaluation steps that shows success or problems within overall NRO and can serve for NRO improvement also in specific aspects if needed | Existing P2 (NRO Officer) on IPPC TF* | CPM; Secretariat; NROAG |
| 2.3 | Development of indicators to measure the success of overall implementation. | to be completed | 2016 May | Evaluation and feedback to each CPM about overall results of NRO implementation system | Existing P2 (NRO Officer) on IPPC TF* | Secretariat |

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| 3. | Terminology | | | | | |
| 3.1 | request SC (TPG) to provide clarity on terminology used in the Convention to describe NROs | completed | 2015 March | Request passed to the SC in 2015. | 0 | Secretariat |
| 3.2 | agree on terminology to use in classifying the various NROs. | completed | 2016 April | NRO Procedures submitted to CPM-11 in 2016 | 0 | Secretariat |
| 4. | NROs interpretations | | | | | |
| 4.1 | Develop paper/s for CPM on reporting procedures, hosting on IPP and in particular pest reporting. Consolidate all CPM decisions relating to IE and NROs, in particular inconsistencies. | completed | 2016 April | NRO Procedures submitted to CPM-11 in 2016 | Existing P4 on RP and P2 (NRO Officer) on IPPC TF* | Secretariat |
| 5. | Manuals | | | Manuals available in languages | | |
| 5.1 | Revise the NRO manual | Completed in February 2015, but will be updated as and when necessary. Available in 5 FAO languages | 2015 March | The editors' guide was made available in February 2015. | Existing P2 (NRO Officer) on IPPC TF* | Secretariat |
| 6. | Training | | | Training materials and courses available. | | |
| 6.1 | training: develop training tools and materials, including e-learning | Completed/ongoing (NROs UPDATE newsletter has been issued monthly since October 2014; pre-CPM-10 training was prepared; an NRO exercise was prepared for the 2016 IPPC regional workshops | 2016 April | NROs UPDATE issues monthly with NRO news and capacity development material. | Existing P2 (NRO Officer) on IPPC TF* | Secretariat; NROAG |
| 6.2 | finalize NRO training: training tools and materials | to be completed | 2018 | Development of a NRO eLearning module through the Southern Africa | \$40,000 | Secretariat; NROAG; FAO Africa regional and sub-regional office. |

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| | | | | Solidarity Trust Fund. | | |
| 7. | Reminders | | | | | |
| 7.1 | reminder for ALL NROs. | completed (letters sent out and put on IPP in September 2014) | 2015 March | Reminder letter sent to all CPs | Existing P2 (NRO Officer) on IPPC TF* | Secretariat |
| 7.2 | description of NPPO – reminder of the NRO | completed (letters sent out and put on IPP in May 2015) | 2016 April | Reminder letter sent to all CPs | Existing P2 (NRO Officer) on IPPC TF* | Secretariat |
| 7.3 | develop an automated IPP reminder system | Completed | 2016 April | Reminders system established and functioning | Existing P2 (NRO Officer) on IPPC TF* | Secretariat |
| 7.4 | optimize the NRO reminder system | to be completed | 2018 | System with updates functional. | Existing P2 (IT) on IPPC TF* | Secretariat |
| 8. | The NRO website | | | | | |
| 8.1 | develop user requirements for the NRO website | Completed/ongoing (new IPP website was launched in February 2015 which will be upgraded continuously) | 2016 December | Specifications and work plan for the revision of the NRO web pages. | Existing P2 (NRO Officer) on IPPC TF; Existing P2 (IT) on IPPC TF* | Secretariat; NROAG |
| 8.2 | re-development of the NRO website | to be completed | 2018 | NRO website functioning | Existing P2 (IT) on IPPC TF | Secretariat |
| 8.3 | optimization of new NRO website | to be completed | 2019+ | NRO website revision functional | Existing P2 (NRO Officer) on IPPC TF* | Secretariat; NROAG |
| 8.4 | develop new tools for NROs | to be completed | 2019+ | Release of new tools if and when requested by CPs and Secretariat. | Existing P2 (NRO Officer) on IPPC TF; Existing P2 (IT) on IPPC RP* | Secretariat; NROAG |

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| 9. | Concept notes for project funding | | | Concept notes prepared and funding obtained | | |
| 9.1 | prepare concept notes for project funding e.g. staffing support, training (virtual and face-to-face), new tools, new software, Apps, on-line training. | completed/ongoing | 2015 August | NRO project proposals available | Existing P4 on RP* | Secretariat |
| 9.2 | submit selected project proposals for funding | ongoing | 2016 April | Proposal submitted or include in other project proposal submissions | Existing P4 on RP* | Secretariat |
| 10. | Awareness raising & coordination | | | | | |
| 10.1 | transmit strong need for surveillance, PRA and diagnostics capacity development in support of NRO programme, particularly regulated pest lists and pest reporting to CDC and Implementation programme meeting. | completed | 2015 August | Awareness raising through the monthly NROs UPDATE; relevant input into the CDC; included in IPPC Regional Workshops. | Existing P4 on RP and P2 (NRO Officer) on IPPC TF* | Secretariat |
| 10.2 | take advantage of existing synergies with other projects for implementation | ongoing | 2016 April | Included into Implementation Pilot Project on Surveillance | Existing P4 on RP* | Secretariat |
| 11. | Pest reporting | | | | | |
| 11.1 | complete existing pest reporting through RPPO tool | ongoing pilot project with EPPO – system established in the IPP and waiting for automatic feed of pest reports from EPPO | 2016 March | Increased pest reports provided through EPPO | Existing P2 (IT) on IPPC TF | Secretariat |
| 11.2 | expand use of reporting through RPPO tool | working with PPPO/SPC to align their pest reporting system to allow the automatic uploading of pest reports | 2016 April-2018 | Pest reporting for PPPO members through PPPO | Existing P2 (NRO Officer) on IPPC TF; Existing P2 (IT) on IPPC TF* | Secretariat |

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| | | waiting for alignment of NAPPO pest reporting system | | Pest reporting through NAPPO | | |
| 11.3 | change format of reporting and retrieving data (NROAG to test before broader testing & release) | Completed / ongoing; Simplification of data entry forms already taken place, other changes once NRO tool developed. | 2016 April-2018 | A functional NRO tool for reporting | Existing P4 on RP; Existing P2 (NRO Officer) on IPPC TF; Existing P2 (IT) on IPPC TF | Secretariat |
| 11.4 | Explore possible synergies with environment sector | ongoing | 2017 May | Identified and started practical cooperation | Existing P2 (NRO Officer) on IPPC TF* | CPM; Secretariat; NROAG |
| 12. | Regulated pest lists | | | More pest lists made available, with updates, by CPs and reports provided | | |
| 12.1 | request revision of the ISPM 19 – call for topics & SC; include in standard framework review (representative of NROAG chair to attend) | completed | 2015 March | E-mail to SC via the Secretariat | Existing P4 on RP | Secretariat |
| 12.2 | improve reporting of regulated pest lists | to be completed | 2018 | Greater number of countries reporting regulated pest lists through the IPP | Existing P4 on RP; Existing P2 (NRO Officer) on IPPC TF | Secretariat |
| 12.3 | reporting by all CPs of regulated pest lists – monitoring and evaluation process | to be completed | 2019+ | Statistics and survey on increased regulated pest list reporting through the IPP | Existing P2 (NRO Officer) on IPPC TF | Secretariat |
| 13. | Emergency actions | | | | | |
| 13.1 | emergency actions: request a study for IRSS to explore constraints to meet emergency action reporting, including towards a possible revision of ISPM 13 as might be requested by IPPC Contracting Party or RPPO | ongoing (change in approach by Bureau: the study is to be prepared by the Secretariat and NROAG) | 2016 July | Development and completion of an emergency action survey by CPs | Existing P4 on RP; Existing P2 (NRO Officer) on IPPC TF | Secretariat; NROAG |

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| 13.2 | emergency actions: address constraints to reporting emergency actions identified by the study | to be completed | 2018 | Increased emergency action reporting through the IPP | Existing P4 on RP; Existing P2 (NRO Officer) on IPPC TF | Secretariat; NROAG |

* Three IPPC Secretariat staff will be involved in the Work Plan: Existing P4 (Information Officer) paid by the Regular Programme, and:

Existing P2 (NRO Officer) paid by the Trust Fund whose work on NROs per year is estimated to cost 76 406 USD (equivalent of 60% of working time dedicated to NROs), and

Existing P2 (IT – Web developer) paid by the Trust Fund whose work on NROs per year is estimated to cost 31 836 USD (equivalent of 25% of working time dedicated to NROs).